

Accountant III

SUMMARY:

Under general supervision, performs a variety of professional accounting duties with the principal areas of responsibility as follows: a) budget preparation, b) controlling the accounting records, and c) preparing a variety of accounting reports and analyses to assist management in making prudent financial decisions.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected organization financial position.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Establishes, modifies, documents, and coordinates implementation of accounting and accounting control procedures.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)